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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D. C.

PROCEDURE TO BE FOLLOWED BY COUNTY AND STATE AAA OFFICES IN  
CONNECTION WITH THE COTTON MATTRESS PROJECT

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AGRICULTURAL ECONOMICS  
U. S. DEPARTMENT OF AGRICULTURE

(1) Preliminary county meeting: The county A. A. A. committee, the county administrative assistant, the home demonstration agent, the county agent, and the F. S. A. farm and home supervisors shall hold a joint meeting to learn the details of the project and plan its successful operation in the county.

(2) Designation of chairman of community club: The home demonstration agent will confer with the county home demonstration council in the designation of a home demonstration club woman in each community as chairman of the community home demonstration club or other sponsoring group.

(3) Taking applications for mattress material: Applications will be taken on Form SC-1, "Application for Surplus Cotton and Mattress Ticking," under the general supervision of the home demonstration agent. The latter will be assisted by such of the persons listed in item (1) above as are able to do so, and also by the chairman of the community clubs.

The application is for 50 pounds of cotton and 10 yards of ticking, which is the amount of material required for processing a full-sized double mattress. Only one person in each eligible family may make application on Form SC-1.

(4) Review of applications by home demonstration agent: The home demonstration agent will review each Form SC-1 and place her initials in the upper left corner thereof. The applications will then be turned over to the county A. A. A. committee for review and for the placing of orders for the mattress material.

(5) Approval of applications by county A. A. A. committee: The county A. A. A. committee shall review the Forms SC-1 to determine whether the applicants for mattress material are members of low-income farm families, as the term is defined in item (13) hereof. The record of acreages and yields in the county A. A. A. office should serve as an accurate measure of the amount of cash income received by the applicant's family from crops in 1939, and the community A. A. A. committee-men should be able to furnish information as to any other items of cash income received by the family during that period. If the committee has reason to believe that the gross cash income of an applicant's family was in fact in excess of \$400 in 1939, it shall either reject the application altogether or call in the applicant for a complete analysis of the family's 1939 income.





The committee shall secure from the local welfare agency a certified list of all farm families in the county who are on relief, and shall check each Form SC-1 against such list. Families whose names appear on this list may be considered as low-income farm families without any further check by the committee. If the applicant's family is on the relief rolls, or the Form SC-1 indicates that such family is receiving any public assistance, the committee shall confer with the local representatives of the agency furnishing the assistance to determine if such agency has furnished or is about to furnish the applicant's family a mattress or the material to make a mattress. If it is found that a mattress or the material to make a mattress has been or is being furnished, the committee shall reject the application.

If the committee determines that the applicant is eligible to receive the mattress material, it shall authorize one of its members to approve the application on behalf of the committee. If it rejects the application for any reason, the word "Rejected" shall be inserted in the space for the signature of a county committeeman on Form SC-1.

(6) Ordering mattress material: Orders for cotton and orders for ticking covering approved applications shall be prepared in the county A. A. A. office on Form FSC 810, "Delivery Order," corrected in accordance with the attached sample form. Separate orders are required for cotton and for ticking. The minimum order (unless and until notified further) is 12 bales of cotton and 1 bale (approximately 1200 yards) of ticking; larger orders shall be in multiples of these amounts.

Orders for cotton and ticking shall be numbered in one consecutive series for the county. The order number in each instance shall be preceded by the State and county code, and shall be inserted in the upper right corner of Form FSC 810. The numbers of the delivery orders shall also be inserted in the spaces provided in the lower left corner of the related Forms SC-1.

The person to be named as consignee (in space designated "Authorized Agent" on Form FSC 810) may be either the treasurer of the county agricultural conservation association, a member of the county A. A. A. committee, or a person designated by the committee. If the designated consignee has not executed Form ACP-88, Revised, "Oath of Office and Service Obligation," he shall be required to do so at once. The point of destination will be the point from which distribution to the various communities may be most easily effected and from which it is possible for the designated consignee to take charge of the material upon its arrival.

The Form FSC 810 shall not be signed by anyone in the county A. A. A. office, but shall be accompanied by a letter of transmittal, signed by a member of the county A. A. A. committee, which shall contain a statement reading substantially as follows: "The attached order





bearing the above order No. \_\_\_\_\_, represents applications filed on Forms SC-1 by eligible applicants in this county and has been approved by the county A. A. A. committee." The original and first 4 copies of Form FSC 810, together with the letter of transmittal, shall be forwarded to the State A. A. A. office and the last (white) copy retained in the county A. A. A. office files.

(7) Approval of order by State office: A certifying officer in the State A. A. A. office shall check the order to determine that it is in proper form, and if he deems it necessary, may require the county A. A. A. committee to submit copies of the Forms SC-1 for audit before approving the Form FSC 810. The certifying officer shall sign the original and first 3 copies of the approved Forms FSC 810 and forward them to this Division. The fifth (salmon) copy (together with the statement of the county A. A. A. committeeman) shall be retained in the State A. A. A. office files.

(8) County A. A. A. office procedure pending receipt of mattress material: After applications have been approved by the county A. A. A. committee, they shall be returned to the home demonstration agent. She will assemble the approved orders by communities and execute Section 1 of Form SC-2, "Community Summary and Receipt for Materials," in duplicate. Both copies of Form SC-2, together with the supporting applications, will then be transmitted to the county A. A. A. office.

The person who has been designated as consignee of the shipment shall execute Section 2 of Form SC-2. He shall then detach all Forms SC-1 from the Form SC-2 and fill out the heading (including the name and address of applicant) of a Form SC-3, "Receipt for Cotton Mattress," for each application. The copy of the Form SC-2 shall then be handed to the person who has been designated to distribute the mattress material upon its receipt at the railway station. Using this form, such person will be able to have the exact amount of cotton and ticking ready when it is called for.

(9) Shipment and receipt of mattress material: Upon shipment of the mattress material to the designated consignee, the fourth (pink) copy of the Form FSC 810 will be forwarded by the F. S. C. C. to the consignee. Upon receipt of the material, the consignee shall execute the "Consignee's Report" on the bottom of the fourth (pink) copy of the Form FSC 810 and on the copy originally retained in the county A. A. A. office, and shall forward the fourth (pink) copy on to the State A. A. A. office. The State A. A. A. office shall complete the copy of the form originally retained in its files, and shall forward the fourth (pink) copy on to this Division.

(10) Distribution of mattress material: The person who has been designated in Section 1 of Form SC-2 as trucker for the community





club will call at the county A. A. A. office and receive the original of Form SC-2 and the applicable Forms SC-3. He will present the Form SC-2 to the person distributing the mattress material and secure the material for his community. At the time of receipt, the trucker will turn over the original Form SC-2, properly signed in Section 3 thereof, to the person distributing the material. At the end of each day, the latter will turn over the receipted copies of all Forms SC-2 to the designated consignee. The trucker for the community club will deliver the mattress material and the Forms SC-3 to the chairman of the community club, who will thereafter be responsible for the material.

(11) Receipts for finished mattresses: The chairman of the community club will then take the necessary steps to carry out the processing and delivery of the mattresses. It will be her duty to fill in the number of pounds of cotton and yards of ticking on Form SC-3, to secure the signature of the applicant, and to approve such form at the time the finished mattress is delivered. At least once a week she will transmit to the consignee in the county A. A. A. office the Forms SC-3 executed during the period.

Upon receipt of the executed Forms SC-3, the consignee shall have them filed in the county A. A. A. office with the copy of the related Form FSC 810, as part of the permanent records of the association. The county A. A. A. office shall adopt such procedure and provide for such reports as will furnish it and the home demonstration agent with current information as to the status of the project in the county.

(12) Monthly reports by county and State offices: On the 25th day of each month the county A. A. A. office shall submit a report to the State A. A. A. office on Form SC-4, "Monthly Progress Report," showing the status of the project in the county. On the last day of each month the State A. A. A. office shall submit a report to this Division, showing the status of the project in the State. (Forms and instructions for the State office report will be furnished at a later date.)

(13) Definition of "low-income farm family": For purposes of the Cotton Mattress Project, the Secretary has defined "low-income farm family" to mean any family having a total income for the calendar year 1939 of not more than \$400, at least one-half of which was derived from agricultural occupations. The total income is the cash income received, or that was earned and is collectible, plus the local market value of any unsold farm products raised for sale or received as payment for services or rent and held for sale. As used in this connection, the word "family" means two or more persons having a common or pooled income and living together as an interdependent economic unit in one household.





(14) Expenses: Funds available at present to the A. A. A. for making payments to county agricultural conservation associations cannot be used for defraying expenses in connection with the Cotton Mattress Project. The county A. A. A. committee should therefore confer with local representatives of the National Youth Administration to secure, if possible, the services of a person from its employment rolls to distribute the mattress material. Such person will, of course, be paid by the N. Y. A., but will be responsible to the person designated as consignee. The committee should also enlist the services of other interested persons in the county. Some local groups interested in making the project a success may desire to make cash contributions to the association instead of services. Any funds so received may be used to defray necessary administrative expenses in connection with the project.

(15) Sample forms: Attached hereto are sample copies of Forms SC-1, SC-2, SC-3, SC-4, and FSC 810. The first four forms will not be printed at this time but should be mimeographed in the county A. A. A. office. A supply of Forms FSC 810 will be shipped to the respective State A. A. A. offices under separate cover.





Form SC-1 (Sample)  
United States Department of Agriculture  
Agricultural Adjustment Administration

\_\_\_\_\_  
(Community)

APPLICATION FOR SURPLUS COTTON AND MATTRESS TICKING  
(Cotton Mattress Project)

Name \_\_\_\_\_ Address \_\_\_\_\_

Name of head of family if other than applicant \_\_\_\_\_

No. of persons in family residing at domicile \_\_\_\_\_

Owner	<input type="checkbox"/>	Sharecropper	<input type="checkbox"/>
Tenant	<input type="checkbox"/>	Laborer	<input type="checkbox"/>

Residing on farm bearing AAA serial No. \_\_\_\_\_ Farm operated by \_\_\_\_\_

Estimated income of family in 1939: \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
(From farm) (Other sources) (Total)

If family is receiving public assistance, designate agency \_\_\_\_\_

I hereby apply for 50 pounds of cotton and 10 yards of mattress ticking, which is the amount of material necessary to make one full-sized double cotton mattress, and certify that (1) to the best of my knowledge and belief the above information is true and correct; (2) upon notification, I will report at the time and place specified, to process the requested material into a mattress in accordance with the directions issued by the State Extension Service; (3) I will furnish the additional material needed to prepare such mattress; and (4) when the mattress is completed, I will utilize it for the use of my family and I agree not to sell, trade, or dispose of it in any manner whatsoever.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of applicant)

I hereby certify that the county agricultural conservation committee has reviewed the above application, and that, to its best information and belief, the foregoing information is correct, and the applicant, as a member of a low-income farm family, is eligible to receive the material requested.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of county committeeman)

Delivery Order No.:

\_\_\_\_\_  
(Cotton)

\_\_\_\_\_  
(Ticking)





Form SC-2 (Sample)  
 United States Department of Agriculture  
 Agricultural Adjustment Administration

\_\_\_\_\_  
 (Community)

COMMUNITY SUMMARY AND RECEIPT FOR MATERIALS  
(Cotton Mattress Project)

Section 1. - Certificate of County Home Demonstration Agent

Attached hereto are \_\_\_\_\_ Forms SC-1, "Application for Surplus Cotton and Mattress Ticking," totaling \_\_\_\_\_ pounds of cotton and \_\_\_\_\_ yards of mattress ticking, submitted by applicants from the above-named community and previously approved by the county AAA committee. The chairman of the community home demonstration club (or other sponsoring group) is \_\_\_\_\_ and it has been indicated that the materials will be called for and delivered to the designated community center by \_\_\_\_\_.

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (County home demonstration agent)

Section 2. - Approval of Designated Consignee

The above cotton is included in Delivery Order No. \_\_\_\_\_ and the above mattress ticking is included in Delivery Order No. \_\_\_\_\_. This material, in the quantities indicated, should be segregated from the main lot in case it is received as part of a larger shipment, and delivered to the person indicated in Section 1 above.

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Signature of consignee)

Section 3. - Receipt for Material

I have this date received the material listed in Section 1 above, the same being in good condition. I am receiving this material on behalf of the chairman of the community club indicated in Section 1 above, and agree to deliver it to her in good order at the place approved by the county home demonstration agent.

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Trucker for community club)





Form SC-3 (Sample)  
United States Department of Agriculture  
Agricultural Adjustment Administration

\_\_\_\_\_  
(Community)

Delivery Order No.: \_\_\_\_\_  
(Cotton) (Ticking)

RECEIPT FOR COTTON MATTRESS  
(Cotton Mattress Project)

Name \_\_\_\_\_ Address \_\_\_\_\_

I hereby acknowledge receipt of one cotton mattress in good condition processed from \_\_\_\_\_ pounds of cotton and \_\_\_\_\_ yards of mattress ticking furnished by the Federal Surplus Commodities Corporation. I agree to utilize this mattress for the use of my family and not to sell, trade, or dispose of it in any manner whatsoever.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of applicant)

DELIVERY CERTIFIED:

\_\_\_\_\_  
(Signature of club chairman)





Form SC-4 (Sample)  
 United States Department of Agriculture  
 Agricultural Adjustment Administration

County \_\_\_\_\_  
 State \_\_\_\_\_

MONTHLY PROGRESS REPORT  
 (Cotton Mattress Project)

	COTTON (in pounds)			TICKING (in yards)		
	Previous report	This month	Total	Previous report	This month	Total
Received in county						
Delivered to communities						
Covered by Forms SC-3						

Number of mattresses delivered: \_\_\_\_\_  
   (Previous report)                      (This month)                      (Total)

REMARKS (report any losses or any errors in previous reports): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Signature of county committeeman)

